



Business Warehouse (BW) Instructions: Running the Payment Register Report and Using a Report Variant

ASAP BPP – Also available on SCEIS uPerform at <http://uperform.sc.gov>.

Trigger

The example provided in this Business Process Procedure is the creation of the Payment Register Report. Also refer to this procedure when you would like to create and use report variants to generate BW reports.

Business Process Description Overview

Generate the Payment Register Report using the query selection criteria outlined below.

Note: As with any BW report, you may save your selection criteria in a variant. This will allow you to recall the variant and NOT have to re-enter the selection criteria each time you execute the report. (When saving a variant, click on the SAVE icon to save a report variant using your initials plus "Variant" as the Variant Name and Description. Then you would execute the report.)

To refresh the report, generate the Payment Register again. Before executing the query, click on the Variant icon to select the variant you just created.

Execute the report using the report variant **with your initials**. When you are finished reviewing the report data, create another report variant of your choosing.

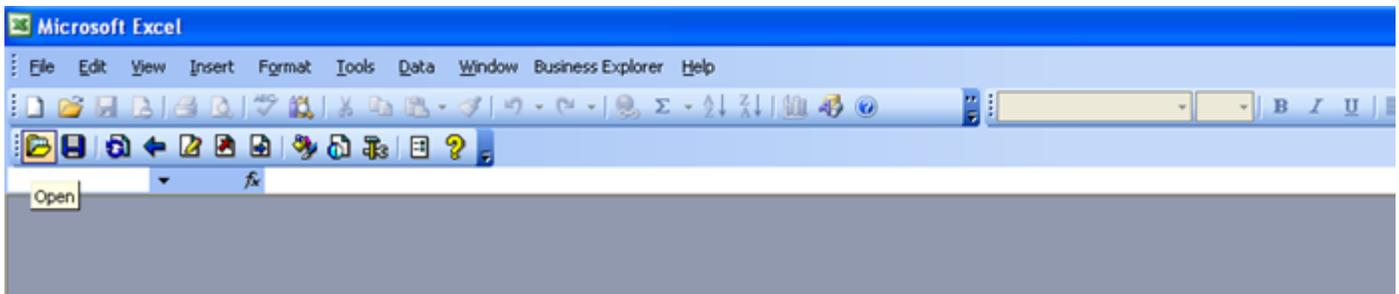
Tips and Tricks

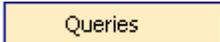
Anytime you see an icon that resembles a frowning face next to the left of an input field, you have saved default data for that field. The input field will not show up for you to key new data into as long as that icon is displayed.

Procedure

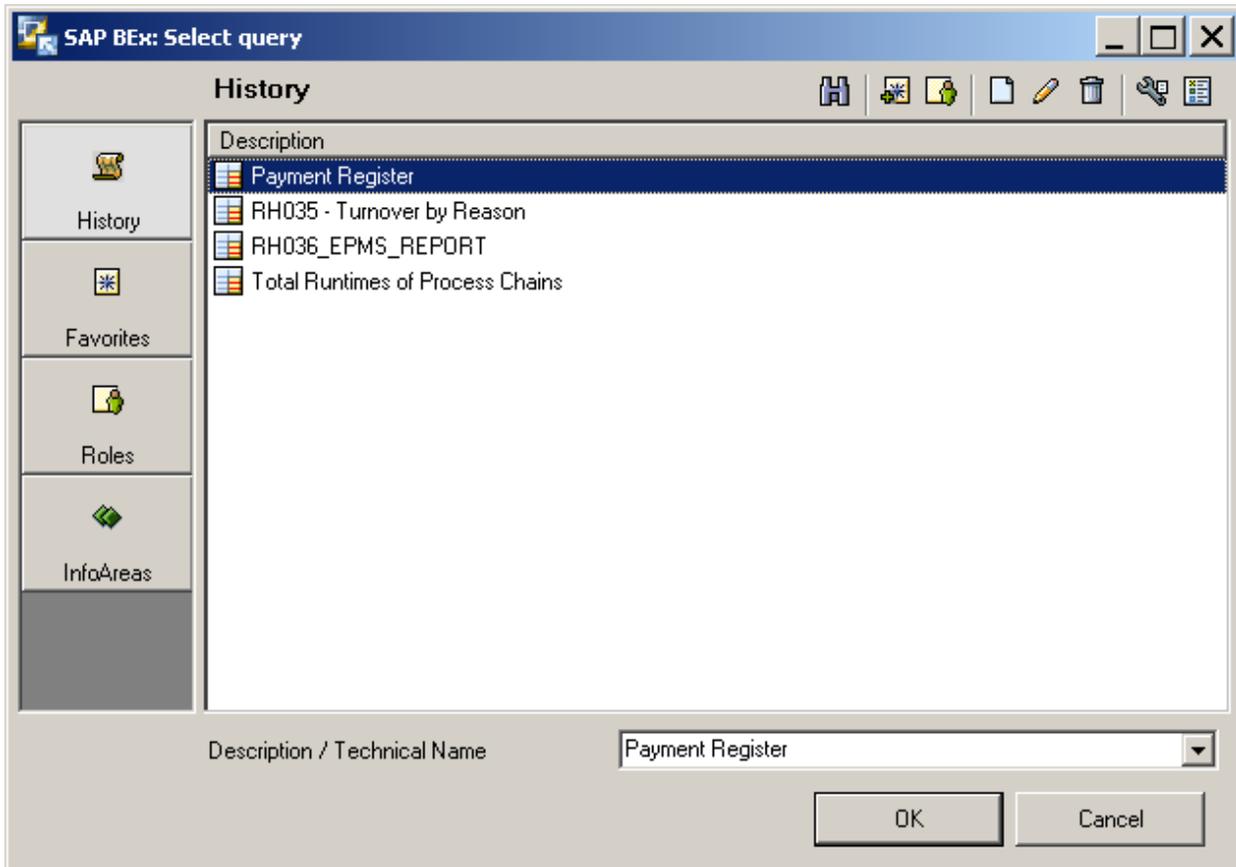
1. Sign on via the BEX Analyzer Icon through Citrix. Start the transaction using the menu path.

Microsoft Excel



2. Click Open button .
3. Click Queries menu item .

SAP BEx: Select query



4.

If you've reviewed multiple reports in BW you can click the Roles button.



5.

And click Description to put query names in alphabetical order.

Description

6.

Skip 4 & 5 if no other queries have been accessed. Click on the query you want to execute:

Payment Register

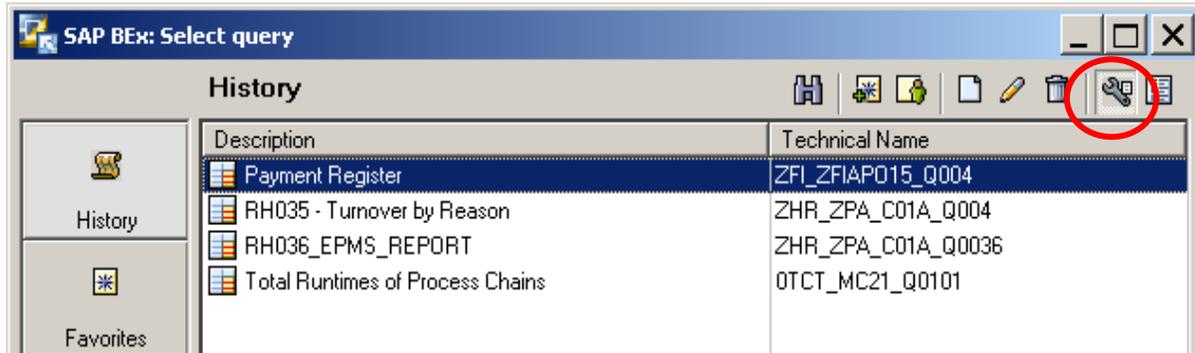
7

7. Click on the technical names **if** you wish to view the query technical names.



Please note this is not necessary so if you do not wish to view query technical names, skip this step.

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8.

The Payment Register has the following fields that may be used to narrow the report results to meet your specific requirements:

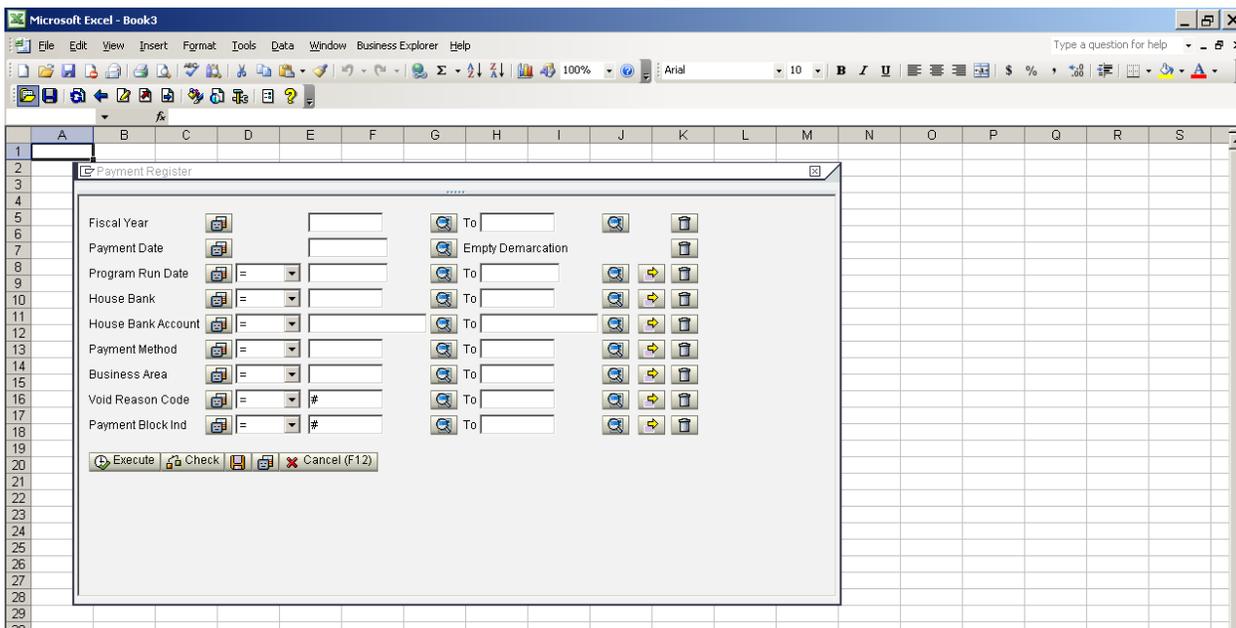
- a. **Fiscal year** (YYYY).
- b. **Payment date** (MM/DD/YYYY) – this is the date of the payment run.
- c. **Program Run Date** (MM/DD/YYYY) – this is the day the program run was executed (for Contingents this will normally be the same day as the Payment Date; for Payroll this will normally be 4-5 working days in advance of pay day).
- d. **House Bank** (XXXXX) – This is a five digit number representing the Bank used by the STO for the specific payments requested.
 1. Payroll – 13003
 2. Contingents – 11000
 3. DMH Green Checks – 11199
 4. VRD Checks – 17008
 5. Pre FY10 CT payments – BANK
 6. Lump Sum Agencies – BOR01 or BOR02
- e. **House Bank Account** (XXXXXXXXXX) – 10-digit G/L Account code representing the House Bank.
 1. Payroll – 1013300000 = 1013300099
 2. Contingents – 1011300000 - 1011300099 or 1000040000
 3. IDT – 1000020000
 4. Non-Live Lump Sum Agencies – 1000061000
 5. 1017xxxxxx – Housing Authority Non-CG Payments
 6. DMH Green checks – 1011115001
- f. **Payment Method** (single alpha character).
 1. # – Not assigned
 2. C – Roll-up Check
 3. D – Payroll Direct Deposit
 4. E – A/P Electronic Payment
 5. F – Funding Transaction (restricted use)
 6. I – IDT Inter-Dept. Transfer
 7. N – Checks-IDT Vendor Non-payroll
 8. P – Payroll Check
 9. S – Single Invoice Check
 10. V – A/P Control Payment
 11. Y – Non-Live Agency Check Single Payment
 12. Z – Non-Live Agency Electronic Payment



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- g. **Business Area** (AXXX).
- h. **Void Reason Code** (XX).
- i. **Payment Block Ind.** (A)
 - 1. # – Free for Payment
 - 2. B – Blocked for Payment
 - 3. C – CG Review Block
 - 4. F – Federal Levy Block
 - 5. P – CG Audit Workflow
 - 6. R – Invoice Verification
 - 7. S – State Levy Block
 - 8. T – List Voucher Block
 - 9. X – CG Audit Rejection

Payment Register Criteria Input Screen



- 9. Enter Fiscal Year in first blank field. Enter House Bank, or a range, or leave blank to view all.
- 10. Click the magnifying glass  button to bring up selection options for preferences in specific blank fields. Example: Business Area, Payment Method (Country US only), Void Reason Code, etc.



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Country ...	Payment method	Payment method
DE	C	
DE	E	
DE	S	
DK	C	
FR	C	
GB	#	Not assigned
GB	C	
GB	E	
GB	S	
IE	#	Not assigned
IE	C	
IL	#	Not assigned
IL	C	
IL	S	
MP	#	Not assigned
MP	S	
Pw	S	
US	#	Not assigned
US	C	Checks: External, NON-P/R
US	D	ACH: PAYROLL Direct Deposit
US	E	ACH: NON-Payroll xsfers-CTX
US	F	
US	I	IDT: Inter-dept. Transfers
US	N	Checks: IDT, NON-P/R
US	P	Checks: PAYROLL only
US	S	Checks: Single Pay., NON-P/R
US	V	A/P Credit Cards-NON P/R
US	Y	BOR USE ONLY -Check-Single Pmt
US	Z	EDI: BOR Single Payment

- 11.. Double click code (Example C for checks). Enter Payment Method range to see multiple types. Or leave blank to see all Payment Methods.



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Fiscal Year	2012	To	2012
Payment Date		Empty Demarcation	
Program Run Date	=	To	
House Bank	=	To	
House Bank Account	=	To	
Payment Method	=	To	P
Business Area	=	To	
Void Reason Code	=	To	
Payment Block Ind	=	To	

Execute Check Cancel (F12)

12. Click execute button  to view report.



Business Warehouse (BW) Instructions: Running the Payment Register Report and Using a Report Variant

39	N	O	P	Q	R	S	T	U	V	W	X	Y
40	Bank ACH Ref #	Payment method		House Bank	House Bank Account	Run Date	Check Amount	ACH Amount	A/P Control Amount	IDT Amount	Other Amount	
1710	#	E	ACH: NON-Payroll xsfers-CTX	11000	1011300000	1/13/2012		\$ 1,693.59				
1711	#	C	Checks: External, NON-P/R	11000	1011300001	1/13/2012	\$ 7.28					
1712	#	E	ACH: NON-Payroll xsfers-CTX	11000	1011300000	1/13/2012		\$ 179.99				
1713	#	C	Checks: External, NON-P/R	11000	1011300001	1/13/2012	\$ 1,500.00					
1714	#	C	Checks: External, NON-P/R	11000	1011300001	1/13/2012	\$ 3,692.11					
1715	#	C	Checks: External, NON-P/R	11000	1011300001	1/13/2012	\$ 648.90					
1716	#	C	Checks: External, NON-P/R	11000	1011300001	1/13/2012	\$ 7.22					
1717	#	C	Checks: External, NON-P/R	11000	1011300001	1/13/2012	\$ 900.00					
1718	#	E	ACH: NON-Payroll xsfers-CTX	11000	1011300000	1/13/2012		\$ 1,261.42				
1719							\$ 6,755.51	\$ 3,135.00				
1720	#	E	ACH: NON-Payroll xsfers-CTX	11000	1011300000	1/17/2012		\$ 132.48				
1721								\$ 132.48				
1722	#	V	A/P Credit Cards-NON P/R	11000	1011300004	1/19/2012			\$ 352.98			
1723	#	V	A/P Credit Cards-NON P/R	11000	1011300004	1/19/2012			\$ 9.95			
1724	#	C	Checks: External, NON-P/R	11000	1011300001	1/19/2012	\$ 427.00					
1725	#	C	Checks: External, NON-P/R	11000	1011300001	1/19/2012	\$ 35.80					
1726	#	C	Checks: External, NON-P/R	11000	1011300001	1/19/2012	\$ 234.84					
1727							\$ 697.64		\$ 362.93			
1728	#	E	ACH: NON-Payroll xsfers-CTX	11000	1011300000	1/20/2012		\$ 983.92				
1729	#	C	Checks: External, NON-P/R	11000	1011300001	1/20/2012	\$ 92.27					
1730	#	C	Checks: External, NON-P/R	11000	1011300001	1/20/2012	\$ 373.00					
1731	#	C	Checks: External, NON-P/R	11000	1011300001	1/20/2012	\$ 1,872.94					
1732	#	S	Checks: Single Pay., NON-P/R	11000	1011300001	1/20/2012	\$ 1,122.78					
1733	#	S	Checks: Single Pay., NON-P/R	11000	1011300001	1/20/2012	\$ 1,122.78					
1734	#	S	Checks: Single Pay., NON-P/R	11000	1011300001	1/20/2012	\$ 1,122.78					
1735	#	S	Checks: Single Pay., NON-P/R	11000	1011300001	1/20/2012	\$ 1,122.78					
1736	#	S	Checks: Single Pay., NON-P/R	11000	1011300001	1/20/2012	\$ 1,122.78					
1737	#	S	Checks: Single Pay., NON-P/R	11000	1011300001	1/20/2012	\$ 1,122.78					
1738	#	S	Checks: Single Pay., NON-P/R	11000	1011300001	1/20/2012	\$ 1,122.78					
1739	#	S	Checks: Single Pay., NON-P/R	11000	1011300001	1/20/2012	\$ 1,122.78					
1740	#	S	Checks: Single Pay., NON-P/R	11000	1011300001	1/20/2012	\$ 1,122.78					
1741	#	S	Checks: Single Pay., NON-P/R	11000	1011300001	1/20/2012	\$ 1,122.78					
1742	#	S	Checks: Single Pay., NON-P/R	11000	1011300001	1/20/2012	\$ 1,122.78					
1743	#	S	Checks: Single Pay., NON-P/R	11000	1011300001	1/20/2012	\$ 1,445.00					
1744	#	S	Checks: Single Pay., NON-P/R	11000	1011300001	1/20/2012	\$ 3,363.29					
1745	#	S	Checks: Single Pay., NON-P/R	11000	1011300001	1/20/2012	\$ 4,368.75					
1746							\$ 23,865.83	\$ 983.92				
1747	#	C	Checks: External, NON-P/R	11000	1011300001	1/24/2012	\$ 474.24					
1748							\$ 474.24					
1749	#	I	IDT: Inter-dept. Transfers	11000	1000020000	1/25/2012				\$ 8,468.13		
1750										\$ 8,468.13		
1751	#	S	Checks: Single Pay., NON-P/R	11000	1011300001	1/25/2012	\$ 1,122.78					
1752							\$ 1,122.78					
1753	#	C	Checks: External, NON-P/R	11000	1011300001	1/26/2012	\$ 516.62					
1754	#	C	Checks: External, NON-P/R	11000	1011300001	1/26/2012	\$ 610.00					
1755	#	C	Checks: External, NON-P/R	11000	1011300001	1/26/2012	\$ 43.98					

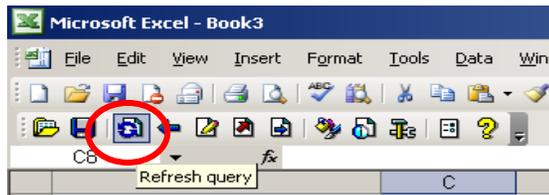
13. Report allows you to view Check amount, ACH amount, A/P Control amount, IDT amount and “Other” amounts segregated in separate columns. Each column can be subtotaled by day or by bank, etc., based on options chosen. The report also shows totals of each column at the end. The available columns for the report are:

1. Business Area (may be displayed as Key, Name or both).
2. Fiscal year.
3. Payment date.
4. Additional Identification – this is the payment run ID; Vendor Payables will either start with YE or AP (depending on the date—YE before CT goes live and AP after CT goes live in SCEIS (Friday, October 19, 2012)). Contingents will be a 5-character field starting with either YE or AP; the third and fourth characters will indicate the FY, and the fifth character will be an A for the first payment run on that day or a B for the second, etc. Payroll will always end in a P.
5. Payee / Payee Name 2 – this is the payee of the payment. The *Payee Name2* field will be populated with the last name for any CT payments to a State employee (i.e. Travel).
6. Vendor – This can be displayed as Key (vendor number), name, or both.
7. Employee – this is the PERNR or Name or both.
8. Payment document number.
9. Check Number.
10. Bank ACH ref # – reference of the ACH file submitted to the bank for electronic payment.



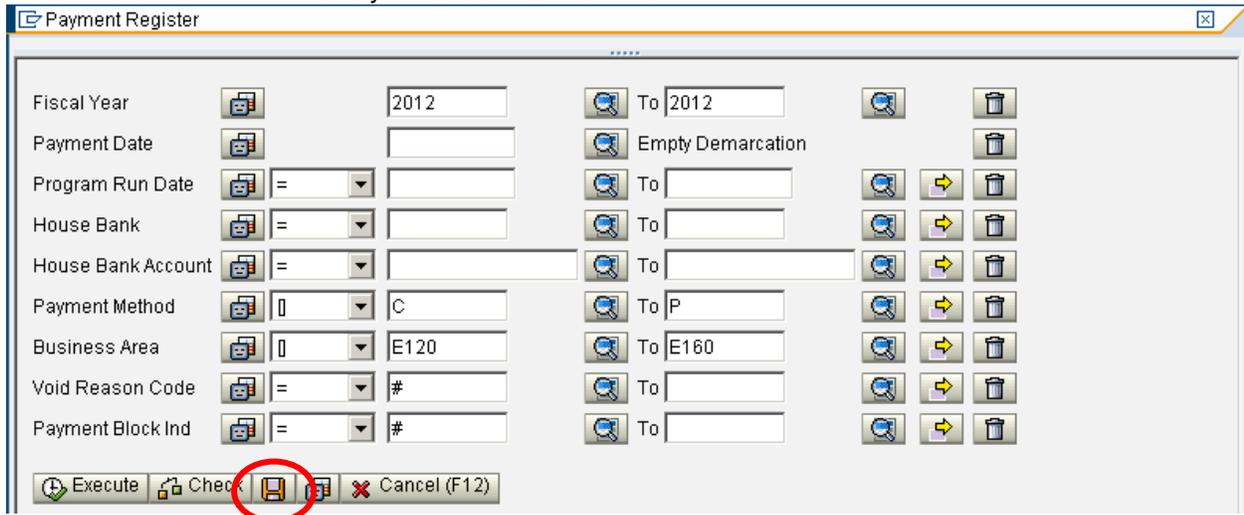
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11. Payment method – may be displayed as Payment Method code, Name or both.
 12. House Bank.
 13. House Bank Account.
 14. Run Date – Payment Run Date.
 15. Check amount – If payment method results in a check, the amount of the payment will be in this column.
 16. ACH Amount – If the payment method results in an electronic payment the amount of the payment will be in this column.
 17. A/P Control Amount – If the payment method is a “V”, the amount of the payment will be in this column.
 18. IDT amount – If the payment method is for an IDT, the payment amount will be in this column.
 19. Other amount – Any other payment amounts that are not relevant to the other columns.
- 14.** Complete/review your preferences to save as a Variant for your next inquiry as per below. Click the Refresh button (below) to take you back to the Query screen to review your options.



Field	Description
Payment Method	Example: C through P (Checks through Payroll)
Business Area	E120, E160

- 15..** Click the save button to save your selections to a variant.



- 16.** Name your Variant with a Description in order to bring up a refreshed current report each time you access BW.



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No spaces or punctuation can be entered in Variant field. (Preferable to use your own initials).

Payment Register

Object name E120 THRU E160 must be alphanumeric R7 110

Save All Variants

Variant: E120thruE160
Description: Checks thru PY for CG & STO

Variable	Save Values
Fiscal Year	Yes
Payment Date	Yes
Program Run Date	Yes
House Bank	Yes
House Bank Account	Yes
Payment Method	Yes
Business Area	Yes
Void Reason Code	Yes
Payment Block Ind	Yes

17. Click the save button to save the named variant  to your list.
18. Click the refresh button again to bring up the query screen. Click the *Load Variant* button and choose your variant by clicking on the check mark or double clicking the variant name to display your preferred report.

Microsoft Excel - Book3

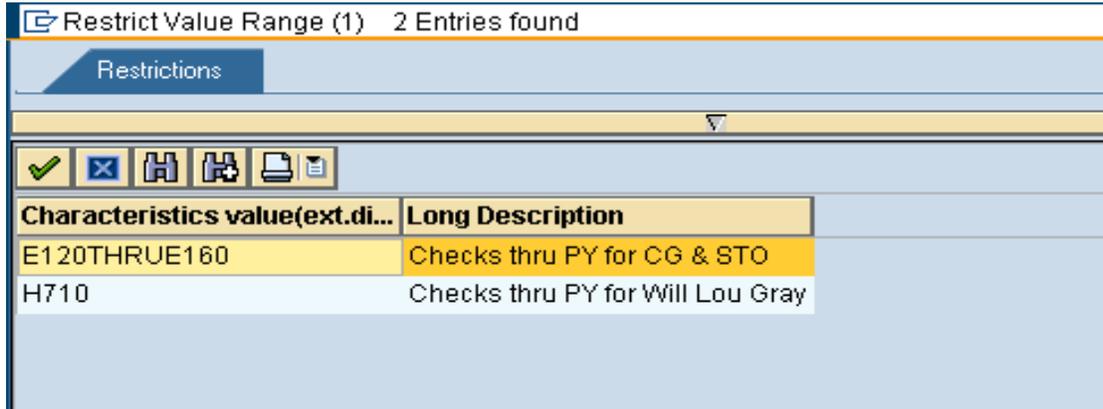
File Edit View Insert Format Tools Data Window Business Explorer Help

Payment Register

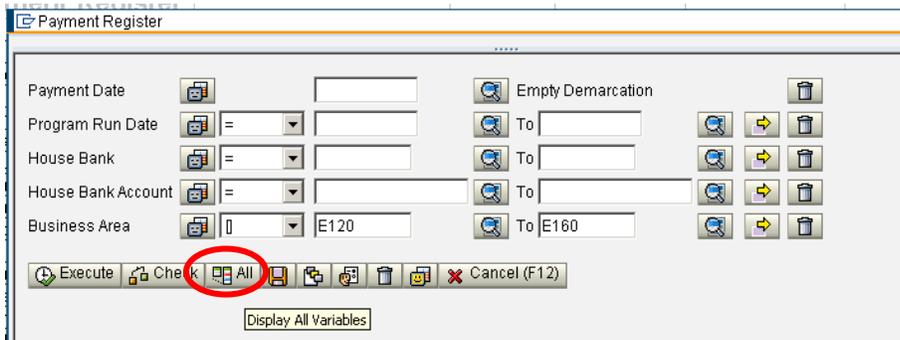
Payment Date Empty Demarcation
Program Run Date = To
House Bank = To
House Bank Account = To

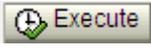
Execute Check All **Load Variant** Cancel (F12)

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19. Click *Display all variables* to see all options in 'full' view.



20. Click Execute to run the query. 

21. Click the Refresh Query button to run another query or to use a different variant. 

22. You can save the report to your preferred directory on your computer by clicking File > Save, and naming the file.